ANNOUNCEMENT #:	200904
JOB TITLE:	Information Technology Manager
LOCATION:	200 Piedmont Avenue, West Tower; Atlanta, GA 30334
APPLICATION DEADLINE:	Open until filled
WHO MAY APPLY:	All Applicants
PAY GRADE:	20
PAY GRADE SALARY RANGE:	$78,707 - $85,500 Salary commensurate with qualifications and experience

GENERAL DESCRIPTION:

The IT Manager manages the Information Technology section in accordance with organizational policies and goals. Performs a combination of IT managerial as it relates to IT applications development and maintenance, and project management relating to the development of applications. SharePoint is the platform the DOAS Internet is built. Coordination of the IT systems with the Georgia Technology Authority and the out-sourcing vendor will be essential as it relates to systems maintenance and upgrade for both computers and telecommunications. S/he will ensure proper functioning of the agency's information processing system and implement upgrades as necessary. The manager helps business operations utilize information systems to improve efficiency, keeps computer equipment, hardware, and software updated to meet organizational needs, and follows appropriate programming procedures.

Job Responsibilities:

- Develop and implement technology strategies for the organization as a whole and for individual business units; requires a level of business analytics.

- Oversee the IT infrastructure for the agency and responsible for building and managing a team of IT application professionals.

- Oversee infrastructure technology efforts and the Information Systems Security protocols and compliance.

- Development and maintenance of new and existing business web applications, proposing improvements to existing applications. Manages the documentation of business requirements and determines technical solutions.

- Manage staff, contribute to IT strategic planning, manage continuous quality improvements. Oversee day-to-day operations, looking for better, smarter, faster, cheaper ways to doing business; requires project planning and management, and anticipating needs. Contribute in the budget preparation efforts for the IT unit.

- Introduce solid Quality Control/Testing protocols. Trouble-shoot and repair computer hardware and software.

- Defines and prioritizes IT application project requirements and establishes IT policy. Manages technology inventory to include procurement and disposal.

- Maintain knowledge and stay current on technological advances including computer software and hardware.

- Coordinates closely with GTA and the outsourcing vendors (IBM & AT&T) IT systems and telecommunications

issues.

- Ensures the Disaster Recovery Plans for IT and telecommunications are reviewed annually and kept up-to-date.
- Ensure staff is adequately trained in the various software applications used for business within the Agency.

MINIMUM ENTRY QUALIFICATIONS:

- Bachelors Degree in Computer Science or related field and three years of experience in multiple information technology fields involving project management, application development, IT systems and staff supervisory responsibilities; **OR**
- Five years of experience in multiple information technology fields involving project management, application development, IT systems and staff supervisory responsibilities; **OR**
- **Internal applicants:** One year at the lower level or position equivalent (ITM020)

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Masters degree in Computer Science or related field and five years of experience in multiple information technology fields involving project management, application development, IT systems and staff supervisory responsibilities.
- Knowledge of the following technologies: SharePoint, QuickBase, Java, Oasis, SQL, Visual Basic, HTMLOracle, Microsoft products, PeopleSoft.

HOW TO APPLY: All applicants must submit

- A completed State of Georgia application, obtained from the DOAS website: www.doas.ga.gov; resume, and salary history from three (3) most recent positions.
- Applications & resumes should be emailed to: recruiter@doas.ga.gov or faxed to 404-463-3699.
- Please reference the job title or announcement number for which you are applying.
- Please include salary requirements on your resume.
- Applications/resumes received without a job title or announcement number will be considered unsolicited applications and will not be reviewed.

DOAS is an equal opportunity employer

Position eligible for alternative work schedule